



# Mobility Planner

February 2023

**Title:** Mobility Planner  
**Salary Range:** Hourly - \$34.12 - \$46.88  
Monthly - \$5,458 – \$7,500  
Annual - \$65,500 - \$90,000

## SUMMARY

This is a full time non-exempt professional position, including benefits, with the North Front Range Metropolitan Planning Organization (NFRMPO). The Mobility Planner works closely with the Mobility Director to support the planning, facilitation, administration, and development of Mobility Management and Transportation Demand Management (TDM) projects and programs in the North Front Range region, including the development and implementation of the One Call/One Click Center, RideNoCo.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of this position and are not intended to be all-inclusive.

### Responsibilities

- Leads the development of the Coordinated Public Transit/Human Services Transportation Plan (Coordinated Plan) and helps implement programs to achieve goals set out in the Coordinated Plan to improve mobility options for older adults, individuals with disabilities, low-income and historically disadvantaged communities;
- Supports implementation of the Transportation Demand Management (TDM) Action Plan to address congestion, air quality, and provide additional options to individuals moving around the region;
- Leads community outreach and engagement activities for the NFRMPO's Mobility and Transportation Demand Management (TDM) programs, including but not limited to:
  - RideNoCo – Leads the development and implementation of RideNoCo's travel training program and other educational activities to inform riders of their transportation options;
  - Transportation Demand Management (TDM) Program – Responsible for leading business and community outreach for the NFRMPO's Transportation Demand Management program including VanGo™, informing employers and employees of transportation options, tax benefits, and other resources to reduce travel by single occupant vehicle;
  - Coordinates with planning staff on conducting outreach for short-and-long-range plans;
- In consultation with the NFRMPO's Environmental Justice (EJ), Public Involvement (PIP), and Title VI Plans, develops and implements outreach plans that educate members of the public on the NFRMPO's various programs, plans, and projects and provides a forum for community members to provide feedback in an equitable and inclusive manner in coordination with planning and mobility staff;
- Provides project, programmatic and administrative support to the Mobility Director in the development and implementation of RideNoCo, the NFRMPO's One Call/One Click Center in Larimer and Weld counties;
- Leads the creation and distribution of outreach materials for the NFRMPO's Mobility and TDM programs in

- coordination with Planning and Mobility staff;
- Coordinates the scheduling, staffing, and post-event evaluation of booths at community events or other meeting venues in conjunction with Planning and Mobility staff;
  - Staffs, supports and assists with facilitation of meetings of the Larimer County Mobility Committee (LCMC), Weld County Mobility Committee (WCMC), and Northern Colorado Mobility Committee (NCMC);
  - Serves as secondary staff for RideNoCo Call Center, assisting individuals with identifying the best transportation options to meet their needs and providing other support regarding mobility needs;
  - Responsible for supporting the administration of subrecipient contracts and reporting;
  - Collects, analyzes, and maintains program data, which will be used to identify mobility gaps, potential efficiencies and partnerships, and create reports for the NFRMPO's Planning Council;
  - Works with local governments, human service agencies and public and private transportation providers to improve coordination of transportation services by providing technical assistance, administrative, and operational support;
  - Make presentations to the general public, stakeholders, elected officials, boards, and other groups as required;
  - Serves as a Team representative in various settings to effectively represent the program and agency;
  - Carries out other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position does not have direct supervision of other staff but may serve as a task lead for other Mobility personnel's work.

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong communication skills, both oral and written
- Demonstrated ability to work independently and set workload priorities
- Knowledge of principles and practices of local government, mobility management, transportation, and human services
- Basic knowledge of specialized areas such as transit and paratransit operations, and the activities of local human service providers
- Strong interpersonal skills that include ability to be part of a successful team and work with outside partners
- Demonstrated project management skills
- Demonstrated customer service skills, particularly serving vulnerable populations such as older adults, individuals with disabilities, and individuals who do not speak English as a first language
- Strong computer aptitude, with skills in Microsoft Office and the ability to learn new computer software applications
- Ability to work with elected and appointed officials, human services agencies staff, and other agency staff, as well as the general public, especially vulnerable populations such as older adults, individuals with disabilities, lower income individuals, and people who do not speak English as a first language.
- Demonstrated facilitation skills
- Must be enthusiastic and foster genuine interest in assisting the public of the region with their transportation needs
- Requires use of independent judgement

**EDUCATION and EXPERIENCE**

Bachelor's degree in transportation planning, human services, or related field with 5 years related experience or a combination of education and experience; Master's degree preferred.

**LANGUAGE SKILLS**

- Ability to read, write, and speak clearly in the English language
- Must have the ability to respond effectively to sensitive inquiries or complaints
- Must be able to listen and to communicate with managers, co-workers, and the general public
- Fluency in Spanish is a plus

**REASONING ABILITY**

Ability to make rational decisions and carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Current driver's license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a standard professional office environment with travel to other locations for meetings. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.